



**GRADING and STORM WATER  
POLLUTION CONTROL  
PERMIT**

Engineering Department  
6800 Main Street  
The Colony, TX 75056

Permit #: \_\_\_\_\_

**1. Property Owner:** \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
**Contact:** \_\_\_\_\_  
Phone (Available 24 Hours) \_\_\_\_\_  
Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_  
Address: \_\_\_\_\_

**2. Contractor(s) Performing Work: (Permit to be Located on Job Site)**  
Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
**Contact:** \_\_\_\_\_  
Phone (Available 24 Hours) \_\_\_\_\_  
Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_  
Address: \_\_\_\_\_

**3. Location(s) of proposed work:**  
Primary Street Name: \_\_\_\_\_  
Block Range: \_\_\_\_\_  
Additional Streets: \_\_\_\_\_  
Block Range: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Proposed Start Date: \_\_\_\_\_  
Proposed Start Time: \_\_\_\_\_  
Proposed Completion Date: \_\_\_\_\_

**4. Lane Closures:**  
Location(s): \_\_\_\_\_  
Duration: \_\_\_\_\_  
Concrete Removal: \_\_\_\_\_

**This Application is for (all that are applicable)**

- Part A – (Grading Plan)**
- Part B – (Storm Water Pollution Control)**
- Part C – (Post Construction Storm Water Pollution Control)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# PART A – GRADING PLAN

Check the information included with this application

## Provide:

- Copies of city approved Grading and /or Erosion Control Plans. An Erosion Control Plan is required for commercial, industrial, multifamily and /or residential subdivision construction. An Erosion Control Plan is not required for single lot, single-family residential construction unless it is part of a larger development. At a minimum, Erosion Control Plans and specs should illustrate and describe the BMPs to be used. A Sitemap/ template is acceptable for single lot sites only. Refer to Part A Grading Plan checklist.

Grading and /or Erosion Control Plans shall be prepared by an engineer licensed to practice in Texas and shall meet the requirements specified in the Engineering Design Manual. Such plan(s) shall be an exact scaled engineering drawing with horizontal and vertical control with the following information:

- (a) Property boundaries with address and lot and block with subdivision name or tract with legal description;
- (b) Easements and rights-of-way on and adjacent to the property;
- (c) Adjacent street names;
- (d) Existing and proposed contours at one-foot intervals;
- (e) Existing structures and utilities located above and below the ground surface that are on and adjacent to the property;
- (f) North arrow, scale, date, and date of topographic survey;
- (g) Drainage area map with existing and proposed drainage structures with complete details and specifications;
- (h) Limits of FEMA and ultimate floodplains with elevations;
- (i) Limits of soil disturbance.
- (j) Erosion control measures to be used during construction and permanent measures for post construction;
- (k) Specify the total cubic yards to be cut and total cubic yards to be filled; and
- (l) Location map.

Grading and/or Erosion Control Plans approval shall be requested in writing with the plans and shall include grading permit application, storm water pollution prevention plan, grading inspection fee, and tree survey. Upon completion of the work the engineer shall submit record drawings based on an actual ground survey. Platted single family lots that contain an existing occupied residence where less than one acre will be disturbed with the grading shall not be required to obtain approval to grade or fill areas that are outside easements or flood plains, except as may be otherwise required under the Code of Ordinances.

- TCEQ Construction Site Notice.
- Seven copies of this permit and city approved construction plans, (which shall be kept on the job site by the Contractor at all times with the issued permit). See Part A attachment for a checklist that shows grading permit requirements.
- Copy of Tree Survey

This permit does not in any way authorize the construction of any paving, structures, storm drain system, utilities or fill to be placed in the floodplain. The exception is the construction of necessary temporary haul roads, construction entrances, and ditches for drainage on the site, rock berms, or other erosion control measures as specifically shown on the plans released for construction.

Any area in which there may be public right-of-way, fire lane or floodplain must be compacted, tested and inspected per city requirements or the fill must be removed and properly compacted, tested and inspected at no cost to the City. This permit does not relieve the permittee from obeying all local, state and federal laws.

Grading and/or Erosion Control Plan approval shall be requested in writing with the plans and shall include grading permit application, Erosion Control Plan, Construction Site Notice, grading inspection fee, and tree survey. Upon completion of the work, the engineer shall submit TCEQ record drawings based on an actual ground survey for earth changes. Platted single family lots that contain an existing occupied residence where less than one acre will be disturbed with the earth change are not be required to obtain approval to grade or fill areas that are outside easements or floodplains, except as may be otherwise required under the city's Code of Ordinances.

PERIOD OF PERMIT: Grading plan approval shall be effective for 12 months. If after 12 months, construction has not commenced, the plans must be resubmitted for approval. Construction and grading must be completed within 24 months of commencing construction.

IS THIS APPLICATION A REQUEST FOR PERMIT EXTENSION?  YES

NO

CHECK ONE APPLICATION FEE:

- Single Family Residence (\$40)
- 4% of the value of grading in Public ROW/Easements (Provide copy of construction contract)
- Non-residential less than 3 acres (\$200)
- Non-residential greater than 3 acres (\$300)

\_\_\_\_\_  
Signature (Must be signed by petitioner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Approved  Approved with Stipulations (attached)

Denied

\_\_\_\_\_  
Engineering Department

\_\_\_\_\_  
Date

- Tree Survey received by the Planning Department  YES  NO

\_\_\_\_\_  
Planning Department

\_\_\_\_\_  
Date

Contact one of the following City Engineering  
Department Inspectors 24 hours prior to beginning any earth change:

Dennis Eisenbeis ....972-877-7152  
 Gabrielle Milam ....972-877-8137  
 Tammy Carter .....972-804-1016

## PART B – STORM WATER POLLUTION CONTROL

### Provide:

- Seven copies of this permit and City approved Site Construction Plans. Also provide 4 copies of the City approved Storm Water Pollution Prevention Plan (SWPPP) (which shall be kept on the job site by the Contractor at all times with the issued permit) – Refer to Part B checklist that shows storm water control permit requirements for large sites.
- An Erosion Control Plan is required for commercial, industrial, multifamily and /or residential subdivision construction. An Erosion Control Plan is not required for single lot, single-family residential construction unless it is part of a larger development. At a minimum, Plans and specs should illustrate and describe the BMPs to be used.
- Copy of SWPPP and TCEQ Construction Site Notice if required by TCEQ or EPA.
- Copy of EPA, NOI, NOC, and NOT if required by TCEQ or EPA.
- Copy of NPDES and/or TPDES permits if required by TCEQ or EPA.

This permit does not relieve the permittee from obeying all local, state and federal laws.

PERIOD OF PERMIT: Storm Water Pollution Control Permit shall expire automatically 12 months from issuance. There is a 30-day grace period for renewal. Failure to renew the permit without established vegetation, completing construction per the approved plans or operating a post development BMP is a violation of City ordinance. The permit shall be renewed annually and certified by a Texas licensed professional engineer.

IS THIS APPLICATION A REQUEST FOR AN EXTENSION?  YES  
 NO

\_\_\_\_\_  
Signature (Must be signed by petitioner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Approved

Approved with Stipulations (attached)

Denied

\_\_\_\_\_  
Engineering Department

\_\_\_\_\_  
Date

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# PART C – POST CONSTRUCTION STORM WATER POLLUTION CONTROL

**Provide:**

- Storm Water Management System Plan. A written or graphic concept plan of the proposed post-construction storm water management system including: preliminary selection and location of proposed structural storm water controls; low impact design elements; location of existing and proposed conveyance systems such as grass channels, swales, and storm drains; flow paths; location of all floodplain/floodway limits; relationship of site to upstream and downstream properties and drainages; and preliminary location of proposed stream channel modifications, such as bridge or culvert crossings. Refer to Part C checklist that shows the Post – Construction Submittal requirements. The Storm Water Management System Plan shall detail how post-construction storm water runoff will be controlled and managed. All such plans submitted with the application shall be prepared by a licensed Texas professional engineer. The engineer shall perform services only in their area of competence, and shall verify that the design of all storm water management facilities and practices meets the submittal requirements for complete applications, that the designs and plans are sufficient to comply with applicable standards and policies found in the Engineering Design Manual.  
  
The Storm Water Management System Plan will also detail the long term maintenance and inspection required for the installed storm water controls. These could include cleanout frequencies for storm water control units or inspections of dams or infrastructure by a licensed Texas professional engineer.
  
- Existing Conditions / Proposed Site Plans. Existing conditions and proposed site layout sketch plans, which illustrate at a minimum: existing and proposed topography; perennial and intermittent streams; mapping of predominant soils from soil surveys; boundaries of existing predominant vegetation and proposed limits of clearing and grading; and location of existing and proposed roads, buildings, parking areas and other impervious surfaces.
  
- Seven copies of the Storm Water Management System Concept Plan. A written or graphic concept plan of the proposed post-construction storm water management system including: preliminary selection and location of proposed structural storm water controls; low impact design elements; location of existing and proposed conveyance systems such as grass channels, swales, and storm drains; flow paths; location of all floodplain/floodway limits; relationship of site to upstream and downstream properties and drainages; and preliminary location of proposed stream channel modifications, such as bridge or culvert crossings.

\_\_\_\_\_  
Signature (Must be signed by petitioner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Approved

Approved with Stipulations (attached)

Denied

\_\_\_\_\_  
Engineering Department

\_\_\_\_\_  
Date

Contact one of the following City Engineering  
Department Inspectors 24 hours prior to beginning any earth change:

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## PART A

### GRADING PLAN CHECKLIST

**FOR SMALL PROJECTS  
LESS THAN 1 ACRE DISTURBED**

**Site Map: Does the site map include the following?**

	YES	NO	NA
Limits of soil disturbance to avoid disturbing vegetation in areas outside the minimum needed for construction			
Location of the construction entrance, designed to limit tracking.			
Location of structural storm water and sediment controls.			

**Best Management Practices: Are the following practices present?**

Sediment barriers along the down-slope perimeter of disturbed areas and stockpiles where there is a potential for sediment discharge to adjacent property, streets and drainage facilities. Turn ends of sediment barriers up-slope to form sediment traps.			
Permanently stabilize exposed soil, within and adjacent to the site, that is disturbed by vehicles, grading and other construction activities.			
Prevention of the discharge of building materials, lime, cement, concrete, asphalt, and mortar to the MS4 or to the waters of the United States.			
Liquid tight bermed area (liner required) or other spill protection measure per the Fire Code for any temporary fuel tanks placed on site during construction.			

**PART B  
STORM WATER MANAGEMENT PLAN CHECKLIST  
FOR LARGE PROJECTS  
ALL PROJECTS: 1 ACRE OR MORE DISTURBED AND  
CERTAIN PROJECTS ¼ TO 1 ACRE DISTURBED**

**Site/Project Description: Are the following provided?**

	YES	NO	NA
Nature of construction activity.			
Potential pollutants and sources.			
Sequence of major soil distributing events.			
Total number of acres of the entire property.			
Total number of acres where construction activities will occur, including off-site material storage, overburden and stockpiles of dirt and borrow areas.			
A map showing the general location of the site.			
Listing of controls associated with each event.			
Existing data describing the soil and quality of any discharge from the site.			
A copy of the signed Notice of Intent for owner if site is larger than 5 acres.			
A copy of the signed Notice of Intent for the contractor if the site is larger than 5 acres.			
Signature of the owner and operator.			

**Site Map: Have plans been provided that include the following?**

	YES	NO	NA
Topographic map of the site.			
Existing drainage patterns.			
Proposed drainage patterns and approximate slopes after grading activities.			
Locations where stabilization practices are expected to be used.			
Location of major storm water controls.			
Location of off-site borrows materials.			
	YES	NO	NA
Location of off-site equipment storage areas.			
Location of on-site or near-site wetland surface waters.			
Location of storm water discharges to on-site or near-site wetland or surface waters.			

Location of on-site and off-site support activities (asphalt/concrete plant).	
Location of industrial discharges to on-site or near-site wetland or surface waters.	
Name of receiving water(s) (location or direction).	

**Best Management Practices: Are the following practices present?**

Velocity dissipation devices at discharge locations and along the length or any outfall channel to provide a non-erosive flow velocity from the structure to the watercourse (i.e., no significant changes in the hydrological regime of the receiving water).			
Measures to minimize off-site vehicle tracking.			
Measures to minimize the generation of dust.			
Fencing to protect any vegetation to be preserved.			
Updateable list of materials to be stored on-sites.			
Covered trash receptacle for on-site litter and construction debris.			
A temporary detention structure if 10 or more acres drain to a common point or a discussion of why it is not feasible.			
A pit for temporary on-site disposal of concrete waste from mixing drums and chutes.			
A liquid tight bermed area (liner required) or other spill protection measure per the Fire Code for any temporary fuel tanks placed on site during construction.			
A list of allowable non-storm water discharges and indicate appropriate control measures for non-storm water components of the discharge.			
A note that ensures and demonstrates compliance with applicable federal, state and/or local waste disposal, sanitary sewer or septic system regulations.			
A list of measures to be installed during construction that will remain after construction and be used to control pollutants in the storm water.			
Are the measures provided adequate and in compliance with the Engineering Design Standards Manual?			
Residential Development.			
Site characteristics, such as location of lake, stream, wetlands or existing buildings.			
Proposed earth change activity.			
	YES	NO	NA
Erosion control measures proposed.			
BMPs to be utilized.			
Other Land Uses (commercial, industrial, multifamily, etc.).			
A map or maps at scale of not more than 200 feet to the inch of as otherwise determined by the Director of Engineering, including a legal description and			



site location sketch which includes the proximity of any proposed earth change to lakes or streams or both; predominant land features; and contour intervals or slope description, with proposed temporary and permanent erosion control facilities and measures identified.	
A soil survey or written description of the soil types of the exposed land area contemplated for the earth change.	
A description and the location of the physical limits of each proposed earth change.	
Location of all lakes, streams, waters of the United States and protected wetlands partially or completely contained within the boundaries of the site or within 100 feet of the site boundary.	
A description and the location of all existing and proposed on-site storm water management facilities and measures.	
The timing and sequence of each proposed earth change.	
A description and the location of all proposed temporary soil erosion control facilities and measures.	
A description and the location of all proposed permanent soil erosion control facilities and measures.	
Storm water runoff calculations.	
A program for the continued maintenance of all permanent soil erosion and storm water runoff control facilities and measures.	
Other information which the Director of Engineering requires to review the impact of the proposed earth change in relationship to the standards and requirements of the Code of Ordinances.	
Subdivisions requiring plat approval shall submit the same information above and shall submit additional information including but not limited to the following:	
Off-site watershed boundaries.	
Proposed drainage systems including water movement onto and out of the proposed plat or site plan	

**PART C**  
**STORM WATER MANAGEMENT PLAN CHECKLIST**  
**FOR LARGE PROJECTS**  
*ALL PROJECTS 1 ACRE OR MORE DISTURBED EXCEPT FOR*  
*REDEVELOPMENT PROJECTS THAT MEET CERTAIN CRITERIA*

**Best Management Practices: Are the following practices present?**

	YES	NO	NA

Is the site a Residential Development.	
Location of all lakes, streams, waters of the United States and protected wetlands partially or completely contained within the boundaries of the site or within 100 feet of the site boundary.	
A description and the location of all existing and proposed on-site storm water management facilities and measures.	
The timing and sequence of each proposed earth change.	
A description and the location of all proposed temporary soil erosion control facilities and measures.	
A description and the location of all proposed permanent soil erosion control facilities and measures.	
Storm water runoff calculations.	
A program for the continued maintenance of all permanent soil erosion and storm water runoff control facilities and measures.	
Other information which the Director of Engineering requires to review the impact of the proposed earth change in relationship to the standards and requirements of the Code of Ordinances.	

**Site Maintenance: Are the following activities included?**

	YES	NO	NA
The maintenance of all erosion and sediment control measures and other protective measures to ensure effective operating conditions.			
The inspection of adjacent areas daily and the pickup of construction waste materials, debris, and fugitive sediment that have blown or wasted off-site.			
Updates of the plan that may be necessary to protect surface water resources when the permittee is notified of such changes.			
Sediment removal from controls (to include silt fences, ponds, etc.) when design capacity is reduced by 50%.			

**Site Inspection:**

	YES	NO	NA
Does the SWPPP provide for inspections by the permittee(s) once every 2 weeks and within 24 hours after a storm event of 0.5 inches or more? Alternatively, inspections may be performed once every 7 days without additional inspections after rain events.			
Is an example inspection checklist provided?			
Do the inspections include:			

A place for the inspector's name and qualifications?	
A place for the date(s) of inspections(s) to be recorded?	
Disturbed areas of the construction site that have not been stabilized?	
Areas used for storage of materials that are exposed to precipitation?	
Structural control measures?	
Locations where vehicles enter or exit the site?	

**Site Inspection (Continued):**

Identification of measures that need to be maintained, modified, or added to correct problems (and specify update of plan within 7 calendar days)?			
A place to be signed in accordance with 30 TAC § 305.128?			
Is the checklist provided adequate?			

**Site Stabilization:**

Does the SWPPP include a description of interim and permanent stabilization practices for the site, including a schedule of when the practices will be implemented? (Examples include temporary/permanent seeding, mulching, geotextiles, sod, etc.)			
Does the SWPPP address initiation of stabilization measures by the 14 <sup>th</sup> day where construction activity temporarily or permanently ceases and will not resume on that portion of the site within 21 days?			
Does the SWPPP include a note requiring the removal of all temporary controls and filling of a Notice of Termination when final stabilization is achieved?			
Area stabilization specifications adequate and in compliance with the Design Standards Manual?			
Does the SWPPP include a requirement to maintain record that include dates of major grading activities, dates when construction stops temporarily or permanently, and the date when stabilization is initiated?			

